



Job Description

TITLE:	Meter Technician	LAST UPDATED:	September 7, 2016
DEPARTMENT:	Public Works	JOB CLASS:	
REPORTS TO:	Meter Supervisor	FLSA STATUS:	Non-Exempt

Summary: Under general supervision the Meter Supervisor, performs maintenance, repairs and installations on all city owned and operated Meters.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Investigates and reports mechanical and electrical meter failures.
- Operates Meter Test for in-house residential bench testing.
- Maintains storehouse, including loss prevention and inventory control.
- Processes work flow with “MyGov” software package
- Maintains, installs, repairs, replaces and connects/disconnects water meters to complete work orders and assignments.
- Organizes tools, equipment and supplies necessary to complete assignments.
- Inspects, cleans and maintains equipment and tools in safe operating order.
- Performs routine inspections of assigned areas to detect any necessary repairs or hazardous conditions.
- Cleans work sites and replaces landscaping.

Other Important Duties:

- Provides backup assistance, on-call coverage and support to other City departments as assigned.
- Travels to attend meetings and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of TCEQ compliance practices and procedures.
- Knowledge of general maintenance and repair techniques for water, electrical, mechanical and plumbing systems depending on area of assignment.
- Knowledge of the operation and maintenance of assigned light equipment, power and hand tools.
- Knowledge of safe handling techniques of hazardous chemicals and materials.
- Knowledge of City policies and procedures.
- Skill in following oral and written communications.
- Skill in planning and organizing materials and supplies necessary to complete work orders or daily assignments.
- Skill in operating assigned equipment and tools.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., **and** one (1) year water meter reading, maintenance, installation or repair experience; **or** equivalent combination of education and experience.
- Must possess a Texas Commission on Environmental Quality (TCEQ) Class D Water License or obtain within six (6) months of employment.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess State of Texas Class C Drivers License.
- Ability to acquire a CDL within six months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an outdoor environment.
- May be subject to repetitive motion and heavy manual labor such as painting, digging, building concrete forms, repairing asphalt, transporting, delivering and picking up trash containers and recyclables and water meters.
- May be subject to extended periods of sitting, standing, bending, reaching, kneeling, entering enclosed spaces, climbing ladders, and lifting such as repairing water and sewer lines, installing meters, weeding, landscaping, mowing grass and operating other equipment.
- May be exposed to moving traffic, extreme weather conditions, hazardous chemicals, fumes, heights, confined spaces, trenches, air and water borne pathogens, body fluids, infectious diseases, rodents and insects.
- Must be able to lift up to 80 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes hand/power tools and equipment specific to area of assignment, ladders, testing equipment, generators, water pumps, and department vehicles.

Employee Signature

Date

Supervisor Signature

Date